



Keyworker Orientation and Reception Checklist

- Recruit quality Keyworkers
- Organize Keyworker Orientation and Reception
 - Find out when your Executive Officer and IC Director are available.
 - Reserve a conference room with a DVD player and a table for refreshments.
 - Contact Christine Brake or Lester-Mark Solomon
 - Required information
 - Date/Time (Mon., Wed., Thurs., or Fri. at either 9:30, noon, or 2:30; Tues. at 12:30)
 - Location (Bldg./Room)
 - Total # attending
 - Contact Person/Phone #
- Christine or Lester will confirm your reservation via e-mail
- Contact a CFC charity to attend your Keyworker Orientation
- Invite your Keyworkers. Have an RSVP deadline.
- Assemble CFC Supply Packets to distribute to each Keyworker at the Orientation Session that includes:
 - Keyworker training kit
 - Catalog of Caring
 - Pledge Cards
 - Three (3) additional weekly pledge card carriers (for weekly reports)
 - For each Keyworker, a list of his or her contacts plus a Catalog of Caring, a pledge card, and a thank you card for each contact.